

**UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
NATIONAL HUMAN RESOURCES MANAGEMENT CENTER  
DENVER FEDERAL CENTER, BUILDING 50  
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October 1, 2003

EMS Transmission  
Information Bulletin No. 2004-001

To: All BC, HR, NI, ST, and WO Staff Employees

From: Director, National Human Resources Management Center

Subject: FY 04 Emergency Procedures

In the event of a natural or man-made emergency, this Information Bulletin (IB) outlines the procedures to follow. These procedures do not cover essential personnel. Essential personnel will be required to report or, in the case of early dismissal, remain on the job. You will be notified by your supervisor if you are designated as an essential employee.

In an emergency situation, the Director, National Human Resources Management Center (Linda Sedbrook), Associate Director, Science and Technology Center (Mike Kirby), Group Administrator, Employee/Labor Relations and Training (Annette Martinez), and the Facilities Manager (Vickie Smejkal), will meet to gather information from a variety of sources to assess the situation. Sources of information may include but not be limited to the following: National Weather Service, Federal Protective Service, General Services Administration, and the Denver Federal Executive Board.

Once sufficient information has been gathered, the Team will share the findings with the other management officials and provide them with a recommended course of action based on the Team's analysis of the data. Based on past experience, it is anticipated that the group will be able to arrive at a unanimous decision very quickly. In the unlikely event that one Center or Office is not represented, a decision will be made on behalf of all BLM employees located on the Denver Federal Center. If a disagreement does occur, the Director, NHRMC, will make the final decision. In the event of an immediate threat, consultation will not take place. The Director, NHRMC, will make the decision.

In the absence of the Director, NHRMC, the following management officials will assume Team Lead responsibilities in the order listed.

1. Director, National Business Center – Tom Boyd
2. Director, Science and Technology Center - Lee Barkow
3. Director, National Information Resources Management Center - Scott Macpherson
4. Group Manager, Leslie Cone
5. Group Manager, John Foster

After a decision has been made, employees will be notified by the Employee Relations Staff via E-Mail. In the event of disruption of the E-Mail system, information will be distributed to supervisors and, in turn, your supervisor will provide you with the information.

If the emergency is known before work begins, the Center Directors and Group Managers have agreed to follow the recommendations of the Denver Federal Executive Board (DFEB). If the recommendation is to close or to delay reporting, the DFEB will notify the following media outlets:

**KOA - 850 AM radio station**  
**KCNC - Channel 4 television station**  
**KUSA – Channel 9 television Station**

The DFEB will announce recommended closures by zones. Zone 1 will include agencies east of I-25 and **Zone 2 will include agencies west of I-25. The reporting instruction is based on the location of the Denver Federal Center (Zone 2), not your home address.** You may be scheduled to attend a meeting or training in a facility located in Zone 1. In that case, you should listen for the status of that Zone. If through an approved media outlet, you hear that Zone 1 is closed or there is delayed reporting, you will follow the instructions for Zone 1. However, if Zone 1 is closed and you are unable to report to a meeting or training class but Zone 2 is open, you will be expected to report to work. When listening to media reports, listen for references to the Denver Federal Executive Board.

In inclement weather situations, liberal leave policy is in effect. Employees may decide that conditions are such that they should leave work early or that they will be unable to report to work. Liberal leave policy permits you to use annual leave by notifying your supervisor of your intention to use annual leave due to inclement weather. If you use annual leave prior to an early dismissal announcement, you will not be granted administrative leave. Administrative leave for early dismissal will only be granted to those employees on duty at the time of the announcement. In all instances, you are required to notify your supervisor of your decision to exercise the liberal leave policy.

Your office has implemented an emergency contact list and, based on information you have provided, your supervisor will make every effort to contact you in the event of an emergency. It is important that you notify your supervisor of any changes to your personal information.

If you have questions, talk to your supervisor or contact any of the individuals named above.

Signed by:  
Linda Sedbrook  
Director, National Human Resources  
Management Center

Authenticated by:  
Luron Porter  
Staff Assistant

Distribution  
ST-150, BLM Library